

Candidate Information Bulletin



COMMONWEALTH OF VIRGINIA

Tradesman

Directions for Application

Submit your examination application to Exterior, along with the appropriate documentation and fees. After processing your application and fees, Exterior will mail you an admission letter confirming the location, date and time of your examination. **If you have not received an admission letter five working days before your requested examination date, call Exterior to make sure the application was received.** Read your admission letter carefully. As an examination site fills or if Exterior receives the application after the two-week deadline, candidates will be scheduled for the next available date at that location.

Special Accommodations

If a visual, physical, learning or other disability prevents you from taking the examination under normal conditions, you may request a special accommodation. Please submit written documentation of your need with your application to help determine what arrangements can be made.

Copyrighted Exam Questions

All test questions are the copyrighted property of Exterior Assessments™, LLC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

Rescheduling

If you cannot appear on your scheduled examination date, you may reschedule. You must notify Exterior by phone or mail before the examination date in order to reschedule and then send a \$15 fee made payable to Exterior. **If you fail to appear for your scheduled examination, your fees are forfeited.**

Additional Examination Services

Walk-in Examinations: If a candidate is already approved and scheduled for an examination date and wishes to test earlier, the test is given on a space-available basis at all sites except Springfield and Richlands. Walk-in examinations are also given on a daily basis in the Richmond office at 8 a.m., **except** on days of regularly scheduled testing. Call Exterior to determine space-availability. The additional walk-in fee is \$30.

Immediate Scoring: Immediate scoring is available in the Richmond office. Candidates receive their scores immediately after their examination for a fee of \$15.

Examinations and References

To obtain tradesman licensure, candidates must take and pass two different examinations. The first is an open-book regulatory examination, based on *Tradesman Rules and Regulations* for the Commonwealth of Virginia. Candidates must also take an open-book technical examination that is *Code*-based and specific to the trade. The following describes the number of questions, time limits, passing scores and references for each examination.

Regulatory (required of all tradesman candidates):
10 questions, 1/2 hour, 70 percent to pass

References:

Tradesman Rules and Regulations

Technical:

Electrician

Journeyman – 60 questions, 3 hours, 70 percent to pass

Master – 80 questions, 4 hours, 70 percent to pass

References:

1996 *National Electrical Code*

American Electrician's Handbook

HVAC

Journeyman – 80 questions, 3 hours, 70 percent to pass

Master – 80 questions, 3 hours, 75 percent to pass

References:

1996 *International Mechanical Code*

Modern Refrigeration and Air Conditioning

Plumber

Journeyman – 70 questions, 3 hours, 75 percent to pass

Master – 70 questions, 3 hours, 75 percent to pass

References:

International Plumbing Code, 1995

International Plumbing Code Supplement, 1996

Tradesman Rules and Regulations, 1997, Virginia

Board for Contractors

Gasfitter

Journeyman – 30 questions, 2 hours, 75 percent to pass

Master – 30 questions, 2 hours, 75 percent to pass

References:

National Fuel Gas Code, NFPA-54

Standard for the Storage and Handling of Liquefied

Petroleum Gases, NFPA-58

For information about obtaining references, call toll-free 877.624.2562.



Examination Content Outline

The following describes the content areas covered and the approximate number of questions in each subject area for each examination.

Tradesmen Statutory and Regulatory Exam

Standards of Practice	3
Standards of Conduct.....	2
Renewal and Reinstatement.....	2
Definitions.....	1
Qualification for Licensure	1
Revocation of Licensure	1

Journeyman Electrician

General Electrical Knowledge.....	3
Requirements for Electrical Installations.....	3
Electrical-Electronic Fundamentals	2
Services, Feeders and Branch Circuits	7
Service, Feeder Requirements	2
Grounding and Bonding	7
Conductors and Cables	7
Raceways and Boxes	8
Special Occupancies.....	3
Special Equipment.....	2
Electrical Signs and Outline Lighting	1
Motors and Controls	5
Utilization Equipment	5
Lighting	2
General Low Voltage Requirements	1
Communication Systems	1
Intrusion Detection and Alarm Systems	1
Fire Detection and Alarm Systems	1

Master Electrician

General Electrical Knowledge.....	4
Requirements for Electrical Installations.....	4
Electrical-Electronic Fundamentals	5
Services, Feeders and Branch Circuits	9
Service, Feeder Requirements	6
Grounding and Bonding	9
Conductors and Cables	7
Raceways and Boxes	8
Special Occupancies.....	4
Special Equipment.....	2
Electrical Signs and Outline Lighting	2
Motors and Controls	8
Utilization Equipment.....	6
Lighting	2
General Low Voltage Requirements	1
Communication Systems	1
Intrusion Detection and Alarms Systems	1
Fire Detection and Alarms Systems	2

Journeyman/Master Plumber

Drainage Waste and Vents	24
Water Supply Systems	10
Backflow Prevention.....	10
Storm Drainage Systems	10
Plumbing Fixtures	7
General Regulations.....	5
Interceptors and Traps.....	4

Journeyman/Master HVAC

Warm Air Heating	8
Ventilation Systems	8
Air Conditioning Systems	8
Duct Systems	6
Chimneys, Flues and Vents.....	5
Gas Piping.....	5
Boilers	5
Hot Water Piping	4
Combustion Air.....	4
Controls/Low Voltage.....	4
Fuel Oil Piping and Storage.....	3
Insulation.....	3
Commercial Kitchen Venting	3
Refrigerants	3
Refrigerant Piping.....	3
Chilled and Condenser Water Piping	3
Firestopping/Penetration Inspection.....	3
Energy Conservation.....	2

Journeyman/Master Gasfitter

Natural and LP Gas Piping.....	12
Pipe Sizing	11
LP-Gas Tanks	9
Gas Piping Controls	5
Testing.....	3

Practice Examinations

Practice examinations are available for the Electrical, HVAC and Plumbing examinations. Whether you are testing at the Journeyman or Master level, you can help yourself prepare for your examination by taking an in-home practice examination for your specific trade. All practice examinations are based on the same International or National Codes as the actual examinations and come complete with answers and references. Give yourself the edge you'll need on your examination. Order your practice examination from Experior. The cost is \$30.00 for each examination.

Directions to Experior

From I-95, take I-64 West towards Charlottesville. Take Exit 180B, Gaskins Road North. Merge onto Gaskins Road and go through the first light at Mayland Drive, Turn right into Gaskins Centre. Experior is located at 3813 Gaskins Road.

1 COMPLETE THE FOLLOWING INFORMATION: Print clearly or type the information requested.

Name (First, MI, Last):	Daytime Telephone: ()
Street Address:	*Social Security Number:
City, State, ZIP:	*If you choose not to put your SSN, you will be assigned a random number.

2 LICENSURE: Select type and level of licensure desired.

Type of Licensure

<input type="checkbox"/> Electrician	<input type="checkbox"/> HVAC
<input type="checkbox"/> Plumber	<input type="checkbox"/> *Gasfitter

Level of Licensure

<input type="checkbox"/> Journeyman
<input type="checkbox"/> Master

* For Gasfitter - applicant must first be licensed in either the HVAC or Plumbing trade OR be approved for the HVAC or Plumber Examination.

3 CATEGORIES OF APPLICATION: All claims bearing upon the period of practical experience and technical training submitted as evidence must be accompanied by supporting letters from responsible managerial supervisors, job superintendents, school officials or building officials on official letterhead verifying such claims. Letters documenting practical experience must be specific to length of time employed (month/year to month/year) and contain a specific account of the duties performed. For documenting formal vocational training, official letters, certificates or school transcripts must outline the course names and number of hours for each course.

Journeyman – Applicants for this level of licensure must furnish documents that establish conformance with one of the categories listed below. Check only one of the following:

<input type="checkbox"/>	Two years of practical experience in the trade and an Associate Degree or certificate of completion from a two-year program in the trade from an accredited community college or technical school.
<input type="checkbox"/>	Four years of practical experience in the trade and 240 hours of formal vocational training in the trade.
<input type="checkbox"/>	Five years of practical experience in the trade and 160 hours of formal vocational training in the trade.
<input type="checkbox"/>	Six years of practical experience in the trade and 80 hours of formal vocational training in the trade.
<input type="checkbox"/>	A Bachelor's Degree received from an accredited college or university in an engineering curriculum related to the trade and one year of practical experience in the trade.
<input type="checkbox"/>	Ten years of practical experience in the trade, verified by an affidavit from those who observed the applicant's work in the trade.

Master – Applicants for this level of licensure must furnish documents that establish conformance with one of the categories listed below. Check only one of the following:

<input type="checkbox"/>	One year of practical experience as a licensed Virginia journeyman.
<input type="checkbox"/>	Ten years of practical experience in the trade, verified by an affidavit from those who observed the applicant's work in the trade.

**VIRGINIA
Tradesman
Examination
Application**

Mail application to:



Exterior

3813 Gaskins Road
Richmond, VA 23233
804.747.3297
800.356.3381
(for VA and MD **ONLY**)
Fax: 804.747.5489

4 AFFIDAVIT: All applicants shall be sworn under oath and bear the signature of a notary public. Should an applicant make false statements concerning practical experience or technical training, the license may be revoked. This section is to be completed and signed by a notary public and signed by the applicant.

State of _____, County/City of _____ to wit:

The undersigned applicant, being duly sworn, deposes and says that he/she is the person who executed this application, that all statements contained herein are true, that he/she has not suppressed any information that might affect this application and that he/she has read and understood this affidavit.

Applicant's Signature _____

Notary Public's Signature _____

Subscribed and sworn to before me this _____ day of _____ 20____. My commission expires: _____

5 EXAMINATION DATE AND LOCATION SELECTION : Please select the 2001 exam date and site you wish to attend.

Richlands	
	January 13
	February 10
	March 10
	April 14
	May 12
	June 9
	July 14
	August 11
	September 8
	October 13
	November 10
	December 8

Lynchburg	
	January 31
	February 28
	March 28
	April 25
	May 30
	June 27
	July 25
	August 29
	September 26
	October 31
	November 28
	December 19

Norfolk	
	January 9
	February 13
	March 13
	April 10
	May 8
	June 12
	July 10
	August 14
	September 11
	October 9
	November 13
	December 11

Springfield	
Scheduled exams are available Monday through Friday. Enter your first three exam date choices:	
1 st Choice:	
2 nd Choice:	
3 rd Choice:	

Richmond	
	January 23
	February 20
	March 27
	April 24
	May 28
	June 26
	July 24
	August 28
	September 26
	October 23
	November 27
	December 18

6 FEES: This application and associated documentation **must** be accompanied by a check, preferably **cashier's check** or **money order**, in the amount of \$85 made payable to Experior.

If paying by Visa or MasterCard, complete the following information:

Credit Card Number:																Expiration Date:		/		/	
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Authorized Signature: _____

Charge Amount \$ _____

Date: _____

DOCUMENTATION: This section outlines the acceptable forms of documentary evidence that must be submitted with your application.


- DIRECTIONS:**
1. Pull out application from center
 2. Fill out completely
 3. Get necessary documentation and staple to the last sheet of the application

PRACTICAL EXPERIENCE – Required of all candidates applying for Journeyman and Master examinations

Candidate must obtain letter(s) – on official letterhead – from responsible managerial supervisors, job superintendents, building officials, etc., attesting to the candidate's practical experience in the trade. These letters must be specific in length of time employed (from "month/year" to "month/year") and contain a detailed account of the duties the candidate performed. Below is an example of an acceptable letter and an unacceptable letter.

Letter A - ACCEPTABLE

ABC Mechanical Services, Inc.
123 West Main Street
Townsville, VA 23645
804.234.5678



May 28, 2000

To Whom it May Concern:

This letter is to verify that Jonathan Doe has been in my employ from April 1995 to May 1999. He has extensive experience in the HVAC trade. His specific duties include the installation, repair and maintenance of heating and cooling systems.

Sincerely,

Joseph Employer

Joseph "Joe" Employer
Maintenance Supervisor

Letter B - UNACCEPTABLE

May 28, 2000

To Whom it May Concern:

This letter is to verify that John has been in my employ since 1995 in the HVAC trade. John has been a good employee and is always on time.

Sincerely,

Joseph "Joe" Employer

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Letter is on official letterhead ▪ It clearly identifies candidate with full name ▪ Specifies dates of employment, so that Experiator can calculate years of practical experience ▪ Outlines a specific account of the duties performed ▪ Letter contains supervisor's name and title | <ul style="list-style-type: none"> ▪ Letter is unofficial without letterhead ▪ It does not clearly identify the candidate ▪ Specific length of employment cannot be accurately determined ▪ Specific duties are not outlined ▪ Letter does not contain supervisor's signature or title |
|---|---|

Candidates must obtain letters that follow the format shown in **Letter A** above. Candidates may want to give a copy of this outline to the supervisor/building official when making their request to insure that the letter contains all of the appropriate information.

BACHELOR'S DEGREE – Required of all candidates applying under this Journeyman category

Candidates applying for the Journeyman examination under this category must submit an official letter attesting that they have one year of practical experience in the trade. The official letter must be in the acceptable format of Sample Letter A above. Candidates must also submit a copy of their degree or a copy of their transcripts to document that all degree requirements were met.

CERTIFIED VIRGINIA JOURNEYMAN – Required of all candidates applying under this Master category

Candidates applying for the Master examination under this category must submit an official letter attesting that they have worked in the trade for at least one year **since becoming a certified Virginia journeyman**. The official letter must be in the acceptable format of Sample Letter A above. Candidates must also submit a copy of their Virginia Journeyman Certification Card.

FORMAL VOCATIONAL TRAINING – Required of all candidates

Use the following sections to show the number of hours attended for any formal vocational training received. Candidates must also attach copies of certificates, transcripts or letters from schools that document the courses and hours listed below:

Name of school attended:
Dates attended: From: _____ (mo/yr) To: _____ (mo/yr)
Course title:
Number of weeks that the course met:
Number of hours spent in class each week:

Name of school attended:
Dates attended: From: _____ (mo/yr) To: _____ (mo/yr)
Course title:
Number of weeks that the course met:
Number of hours spent in class each week:

Name of school attended:
Dates attended: From: _____ (mo/yr) To: _____ (mo/yr)
Course title:
Number of weeks that the course met:
Number of hours spent in class each week:

Name of school attended:
Dates attended: From: _____ (mo/yr) To: _____ (mo/yr)
Course title:
Number of weeks that the course met:
Number of hours spent in class each week:

(For Exterior Use ONLY)

Weeks	Hours	Vocational Hours